



**TOWN OF SAUGUS**  
INSPECTIONAL SERVICES DEPARTMENT  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906

*Fred Varone*  
*Inspector of Buildings/ Zoning Officer*

*Telephone: (781) 231-4116*

## **PROCESS FOR DEMOLITION OF A STRUCTURE**

### **DEMOLITION:**

- Building Dept. will notify and send pictures, supplied by the applicant, to the Historical Commission
- Notify *Dig Safe* (888) 344-7233 \*
- Notify the gas company (617) 523-1010 \*
- Notify the electric company (781) 388-5290 \*
- Notify the water department at the D.P.W to have water shut off (781) 231-4143 \*
- Have final reading of water meter taken (781) 231-4139 \*
- Certificate of insurance \*
- Asbestos removal from a certified company \*
- \$10,000 bond is needed \*
- Insect and rodent control seven days prior to demolition
- Apply for a demolition permit at the Building Dept.
- Pictures of structure must accompany demolition permit
- Apply for a plumbing permit to cap water and sewer
- Notify the Fire Department (781) 941-1199
- Building Dept. will submit application for approval from conservation (781) 231-4129
- Lot must be graded at completion of demolition
- Dust control must be supplied

\* Written proof must be submitted on notification of said departments and organizations.

**Town of Saugus**  
**Historical Commission**

Town Hall  
298 Central Street  
Saugus, MA 01906

**APPLICATION FOR DEMOLITION PERMIT REVIEW**  
UNDER SECTION 10.2 OF SAUGUS ZONING BY-LAWS

**Instructions to Applicant:**

This form is to be submitted to the Building Inspector along with the official application for a Demolition Permit. The Building Inspector will forward this form, with the attached photographs, to the Commission in accordance with Section 10.2 of the Saugus Zoning By-Laws. Do not submit directly to the Commission.

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**Property Information**

**Address:** \_\_\_\_\_ **Assessor's Lot:** \_\_\_\_\_

**Owner (If Not Applicant):** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_

**Type of Demolition Proposed:** \_\_\_\_\_ **Total** \_\_\_\_\_ **Partial\***

\*If partial, please describe

The following information is not mandatory, but should be provided whenever possible.

**Date of Construction:** \_\_\_\_\_

**Builder/Architect:** \_\_\_\_\_

**Attach photographs of the property to be demolished. Only original prints (or print-outs of digital images) will be accepted. The Commission reserves the right to request additional images if it does not feel that those submitted adequately depict the property to be demolished.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 780 CMR 112.0 DEMOLITION OF STRUCTURES

**112.1 Service connections:** Before a *building* or *structure* is demolished or removed, the owner or agent shall notify all utilities having service connections within the *structure* such as water, electric, gas, sewer and other connections. A permit to demolish or remove a *building* or *structure* shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

All debris shall be disposed of in accordance with 780 CMR 111.5.

**112.2 Notice to adjoining owners:** Only when written notice has been given by the applicant to the owners of adjoining *lots* and to the owners of wired or other facilities, of which the temporary removal is necessitated by the proposed work, shall a permit be granted for the removal of a *building* or *structure*.





# TOWN OF SAUGUS

HISTORICAL COMMISSION  
SAUGUS, MASSACHUSETTS 01906

## PROCEDURES FOR DEMOLITION PERMITS

In accordance with Article 10 of the Zoning Bylaws, no demolition permit may be issued by the Building Inspector until it has been referred to the Historical Commission for review. Under the terms of the article, the Commission has a twenty-one (21) day period for that review, which starts as of the date of receipt by certified mail of a copy of the application. The purpose of the Commission's review is to ensure that a visual or other record of the property to be demolished is made for preservation as a part of the Commission's records in order to provide a record of the Town's historical heritage and development for the benefit of future generations. The Commission has neither the power nor the desire to refuse such permits. The following procedures and guidelines for the processing of demolition permit applications were adopted by the Saugus Historical Commission at its regular meeting of September 18, 1989:

### *Requirements For Applicants*

*Applicants for demolition permits should note that they have a requirement to provide photographic documentation of the property to be demolished as explained below. Applicants should also note that the Commission cannot hold special meetings to review demolition permit applications and that they should assume that the full review period will pass before a permit can be issued.*

As amended in 1989, the demolition permit section of the Zoning Bylaw provides that the applicant for a demolition permit must furnish to the Commission photographs of the property to be demolished. These photographs can be in black-and-white or color, either as prints or slides. Polaroid prints are acceptable but applicants are encouraged to use standard photographic materials since Polaroid materials do not possess the archival stability of standard materials.

The photographs should provide clear views of all elevations of the structure to be demolished. In addition, at least one photograph should be a view taken at a distance so as to show the property in relation to its surroundings. All prints or slides should be labeled on the back with the address of the property, the orientation of the view, and the date of the photograph. For example: 505 Any Street, East Elevation, August 11, 1989.

The photographs may be delivered to the Building Inspector for transmission to the Commission, mailed to the Commission, or given to the Commission at its regular monthly meeting.

### *Special Procedures*

To the extent possible, the Commission will notify the Building Inspector that its review of an application is complete immediately after its regular monthly meeting, and that the permit may be issued without waiting for the expiration of the full review period.

The Commission has authorized the Chairman to review and indicate to the Building Inspector that a demolition permit may be issued without waiting for consideration by the entire Commission in the case of minor structures such as garages, sheds, etc., less than fifty (50) years old upon receipt of the required photographs.

The Commission has waived its notification requirements for demolitions ordered by the Fire Chief for reasons of public safety.